

## Special Notice for Surplusing Computers or Memory Devices

DTS has released a new procedure to ensure all data is unquestionably removed from all memory storage devices before the owning agency surpluses their equipment.

*DTS Policy and Procedure 5000-0001*

**This procedure applies to all personal computers, file servers, or electronic storage equipment.**

### AGENCY RESPONSIBILITY:

- ❑ Identify equipment to be removed from service to be surplused, transferred, or donated to DTS personnel servicing your agency.
- ❑ DTS personnel will perform memory wipe and apply DTS decal, as verification that data wipe is complete. Non-working units will be designated for recycling, or hard drive destruction.
- ❑ Upon completion of DTS decommission process; each agency will record the DTS decal number on the SP-1 [line-item remark field] for each unit. DTS personnel will also indicate working or non-working condition. The condition will also be recorded on SP-1 in the appropriate field.
- ❑ Remove any agency property stickers from units.
- ❑ Submit SP-1 for property pick-up subsequent disposition.

### SURPLUS RESPONSIBILITY:

- ❑ Notify agency when SP-1 is received without decommission decal number and condition recorded on SP-1 request.
- ❑ Pick-up only those personal computers and memory storage devices that have been properly wiped and have the DTS decal affixed to the unit.
- ❑ Report all memory devices received by surplus warehouse not having decommission decal affixed to the unit to DTS information security director.
- ❑ Provide recycle and destruction compliance certificates to DTS
- ❑ Provide units and support for all DTS and State Auditor request for compliance audit.

*This document represents only a summary view of the DTS policy and procedure directive. Please review the procedure before submitting equipment for surplus disposition.*